

Dear [Intern Name],

Welcome to [Company Name]! We are thrilled to have you join us for the [Year] Summer Internship Program. We were impressed by your background and are excited to see the contributions you will make to the [Department Name] team.

**Start Date:** [Date]

**Reporting Time:** [Time]

**Manager/Mentor:** [Name]

**First Day Agenda:**

- Welcome and Office Tour
- IT Setup and Hardware Distribution
- Team Introduction Lunch
- Orientation Presentation

**What to Bring:**

- Identification for employment verification (e.g., Passport or Driver's License)
- Direct deposit information
- A notebook and pen

**Action Required:**

Please complete the attached documents and return them by [Deadline]. You will also receive an email regarding your login credentials shortly.

If you have any questions before your start date, please contact [HR Contact Name] at [Email/Phone Number].

We look forward to a productive and rewarding summer together!

Best regards,

[Your Name]

[Your Title]

[Company Name]